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## COVER SHEET FOR AMENDMENT OF POST-TRAVEL SUBMISSION

**Instructions:** Use this form as a cover sheet for any paperwork you may need to submit to the Office of Public Records in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.

**SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING**

Name of Traveler: James Williams

Employing Office/Committee: Hatch

Private Sponsor(s) (List all): Council on Foreign Relations (CFR)

Travel Date(s): September 15, 2017

Description/Title of Attached Forms: PSTCF (final version)

Purpose of Amendment (describe the reason for amending original submission): Post-travel submission  
must be amended with the Office of Public Records in SH-232.

10/17/17  
(Date)

J. Williams  
(Signature of Traveler)

## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Council on Foreign Relations (CFR)
2. Description of the trip: Provide congressional staff members participating in CFR's foreign policy study group an opportunity to visit CFR's headquarters in New York. (please see attachment).
3. Dates of travel: Friday, September 15, 2017
4. Place of travel: New York, NY
5. Name and title of Senate invitees: Please see attached documentation
6. I certify that the trip fits one of the following categories:  
☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.  
- OR -  
☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.  
- AND -  
☒ I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I certify that:  
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.  
- AND -  
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9.

**I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:**

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

**-OR-**

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

**-OR-**

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10.

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

- 12. Briefly describe the role of each sponsor in organizing and conducting the trip:**

**CFR is the only sponsor of this trip and is covering all associated costs and organizing this trip.**

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13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

CFR is an independent think tank and membership organization dedicated to being a resource for its members, government officials, and other interested citizens in order to help them better understand the world and the foreign policy choices facing the United States.

- 14. Briefly describe each sponsor's prior history of sponsoring congressional trips:**

**CFR has hosted two similar trips to New York on September 25, 2015 and September 19, 2016**

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15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

CFR hosts several different meeting series on Capitol Hill for members of Congress and senior congressional staff for the purposes of informing the policy making community of the foreign policy and national security issues confronting the United States. (please see attachment)

**16. Total Expenses for Each Participant:**

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate  <input type="checkbox"/> Actual Amounts	Total cost: \$450  Rail travel costs: \$400  Round-trip ground transport from rail station to CFR offices: \$50	None provided	Approx.: \$50	None provided

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

**This trip is taking place with regard to congressional participation**

**18. Reason for selecting the location of the event or trip**

**The Council on Foreign Relations is headquartered in New York City.**

**19. Name and location of hotel or other lodging facility:**

**No lodging provided.**

20. Reason(s) for selecting hotel or other lodging facility:

**No lodging provided.**



21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Meal costs are estimated to be far less than the \$74 per diem rate for this location. No lodging is provided.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Participant will travel from Washington, DC to New York on Amtrak Acela services (business class).

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None provided.

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor: \_\_\_\_\_

Name and Title: Patrick C. Costello, Director, Washington External Affairs

Name of Organization: Council on Foreign Relations

Address: 1777 F Street, NW Washington, DC 20006

Telephone Number: 202-509-8458

Fax Number: 202-509-8400

E-mail Address: pcostello@cfr.org

**Private Sponsor Travel Certification Form – Additional Information**

2. Substantive programming will include panel discussions on issues such as the campaign against the self-proclaimed Islamic State, international economics and financial markets, and global perceptions of the current administration.
15. The Council on Foreign Relations (CFR) is an independent, nonpartisan membership organization, think tank, and publisher dedicated to being a resource for its members, government officials, business executives, journalists, educators and students, civic and religious leaders, and other interested citizens in order to help them better understand the world and the foreign policy choices facing the United States and other countries. Founded in 1921, CFR takes no institutional positions on matters of policy.

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## **List of Senate invitees to Council on Foreign Relations trip to New York, NY**

The below mentioned employees of the United States Senate have been selected to participate in a Council on Foreign Relations (CFR) congressional study group. This is a CFR initiative where we have identified a cohort of senior-level congressional staff to participate in off-the-record dinner discussions with members of the Council on Foreign Relations, CFR fellows, and other notable individuals and is part of our ongoing efforts to help build an informed, bipartisan community of senior congressional staff from both chambers. This trip to the CFR offices in New York is part of the study group activities and participants will attend a lunch meeting, with other members of the CFR, and meet with CFR experts based in New York.

1. Sarah Arkin, Foreign Policy Advisor, Office of Senator Bob Menendez
2. Joe Carapiet, Senior Counsel, Senate Committee on Banking, Housing, and Urban Affairs
3. Colleen Gaydos, Professional Staff Member, Senate Appropriations Committee Subcommittee on Defense
4. Nick Ikeda, Senior Policy Advisor for National Security Affairs, Office of Senator Mazie Hirono
5. Theda Khrestin, Legislative Director, Office of Senator Roger Wicker
6. Dan Lips, Policy Director, Senate Homeland Security and Government Affairs Committee
7. Maria Mahler-Haug, Military Legislative Assistant, Office of Senator Michael Bennet
8. Matt Squeri, Legislative Assistant, Office of Senator Heidi Heitkamp
9. Jeremy Steslicki, National Security Legislative Assistant and Director of Appropriations, Office of Senator Tammy Baldwin
10. Will Todd, Professional Staff Member, Senate Appropriations Committee Subcommittee on Defense
11. Ben Widness, Senior Advisor, Office of Senator Ron Wyden
12. James Williams, Senior Policy Advisor, Office of Senator Orrin Hatch

House of Representatives staff also invited to participate are listed below:

1. Oren Adaki, Professional Staff Member, House Foreign Affairs Subcommittee on Terrorism, Non-proliferation, and Trade
2. Aaron Allen, Senior Legislative Assistant, Office of Representative Juan Vargas
3. Jaclyn Cahan, Counsel, Office of Representative Steven Lynch
4. Andres Chovil, Legislative Assistant, Office of Representative Tulsi Gabbard
5. Michael Darner, Executive Director, Congressional Progressive Caucus
6. Jamie Geller, Professional Staff Member & Deputy Communications Director, House Foreign Affairs Committee
7. Briana Marticorena, Legislative Assistant, Office of Representative Keith Ellison
8. Liam McKenna, General Counsel, House Committee on Oversight and Government Reform
9. Blair Rotert, Legislative Assistant / House Foreign Affairs Committee Liaison, Office of Representative Ed Royce
10. Oliver Schwab, Chief of Staff, Office of Representative David Schweikert